

Clayton C. Duchatschek

Phone: 314.960.7854

E-mail: claytonduchatschek@gmail.com

LinkedIn: www.linkedin.com/in/cduchatschek

Professional Summary:

Aspiring marketing professional with experience in developing new and sustainable revenue streams for businesses through networking, prospecting, and project management. Known for devising efficient procedures to meet goals and organizing people to effectively carry out those goals. Logical and methodical problem solver with the ability to respond to obstacles and adapt accordingly.

Skills Inventory:

- Project Management
- Adaptability
- Conflict Resolution
- Resilience
- Customer Service
- Creative Thinking

Education:

Wichita State University, Wichita KS

Cumulative GPA 3.8/4.0

Bachelor of Exercise Science

Double Minor Sport Management/ General Business Management

May 2022

Certificates:

Entrepreneurship, Managing a Remote Workforce, and Visionary Leadership May 2023

Key Projects:

Class project resulting in the creation of a fundraiser for the Track and Field team. Served as team lead to define the project, assign tasks and execute the plan which netted \$2,000 in funds raised.

Relevant Coursework:

Microsoft Office Suite (Word, Excel, PowerPoint, Access), New Venture Feasibility Analysis, International Business, Critical Reasoning, Entrepreneurial Experience, Digital Entrepreneurship, Building Remarkable Teams

Dean's List, Fall & Spring 2017-2022

Work History:**Salesperson**

TC Running Company, Minneapolis, MN

September 2023 – Present

- Assist with the transfer of merchandise to other store locations, tracking inventory through established procedures
- Strategically arrange new product displays to promote seasonal shoes and apparel
- Utilize Shopify to perform customer transactions quickly and efficiently to the satisfaction of the customer
- Leverage product knowledge and active listening skills to assist customers in purchasing decisions to meet their specific needs

Intern

AMO Employer Services

August 2022- June 2023

- Created channels on multiple social media platforms such as YouTube, Instagram, Facebook, and Rumble to reach a variety of consumer demographics
- Recorded and edited video to clearly express content to social media followers and prospective clients
- Established proper positioning of the speaker, camera, and light fixtures to ensure visually appealing content
- Constructed the website used to market AMO's fundraising campaign (fuelyourfundraiser.com)
- Co-Author of Offer vs. Ask, a book detailing how to advance and sustain fundraising approaches for non-profits

Salesperson

New Balance, Wichita, KS

July 2021 – August 2023

- Used product knowledge to effectively guide customers to the products that met their needs
- Assisted with the transfer of merchandise to other store locations, tracking inventory through established procedures
- Strategically rearranged sales floor to showcase new seasonal items
- Utilized RICS to process customer orders quickly & efficiently
- Employed effective teamwork strategies to ensure smooth business operations and customer satisfaction

Sales Associate- Footwear

Academy Sports and Outdoors, Wichita, KS

June 2020 – July 2021

- Assisted with the transfer of merchandise to other store locations, tracking inventory through established procedures
- Strategically rearranged sales floor to showcase new seasonal items
- Took incoming calls to the department to discuss inventory availability and answer customer questions
- Operated in multiple departments to meet demands of high customer volume

Computer Skills:

- Microsoft Word, Excel, Access, PowerPoint
- Zoom
- Video Editing (iMovie)

Activities & Leadership:

- Mu Alpha Theta, Member
- Wichita State University Track Team, Member
- Wichita State University Cross Country Team, Member
- Volunteer, Wichita State Track & Field Alumni Dinner, Fall 2021
- Volunteer, Heartland 100 Ultramarathon Course Marshall, Fall 2020
- Volunteer, J.K. Gold High School Cross Country Meet, Fall 2020
- Volunteer, Wichita Mark Arts Center, Fall 2019
- Volunteer, Brokaw Blazers Cross County Meet, Fall 2019
- Volunteer, Wichita Monster Run, Fall 2018

Honors:

- 2018-2019 All-Academic Cross Country/ Track & Field Team
- 2019-2020 All-Academic Cross Country/Track & Field Team
- 2020-2021 All-Academic Cross Country/Track & Field Team
- 2021-2022 All-Academic Cross Country/Track & Field Team
- All- AAC Cross Country Medalist
- 2022 AAC 3000m Steeplechase Champion
- 2023 AAC 3000m Steeplechase Runner-up
- 2023 Wichita State University Athletics Male Career Athlete of the Year